

PROTOCOL FOR HANDLING PROJECT PROFILE ISSUES

1. All Project Profiles must go through the Area Water Management Planning Council in order to receive approval and an SX or WX number.
2. If an engineer or any other person involved with the system contacts the ADD (or DOW, KIA) directly to request a change in the Project Profile, the following instructions should be given:

All changes must be approved by the authorized representative whose signature is on the originally submitted Project Profile form. Period.

- **If the change is minor** (see below for examples) **and if the authorized representative agrees, in writing, to the change**, the Project Profile form may be taken directly back to the ADD for entry. The ADD must then call Kim Anness and have her set the profile back to "save" so that changes may be made.
 - **If the change is significant** (see below for examples) **and if the authorized representative agrees, in writing, to the change**, the Project Profile form must go back through the Area Water Management Planning Council for approval. If the changes are approved by the Council, the ADD will update and resubmit the Profile and any changes in mapped information. The Project will retain the same SX/WX number.
3. If there is ANY doubt whether the change is minor or significant, the ADD or authorized representative should call Vicki Pettus or Sandy Williams at KIA 502-573-0260. Vicki.pettus@mail.state.ky.us or sandy.Williams@mail.state.ky.us

- **Minor Changes include:**

- Typographical errors
- Updates to contact information (address/phone/fax number, etc.)
- Substitutions of equipment or process based on engineering design or feasibility study

- **Significant Changes include:**

- Complete change in project scope (i.e., original request was for waterline extension, new request for new tank; original request for pump station, new request for intake)
- ANY change to locational/mapped information
- Change in Median Household Income of Service Area

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